

# Chapter 6

## Visits and Meetings

### Section 1. Visits

**6-100. General.** *A visit certification request for all Program visits will be made prior to a visit to a Program facility. When telephone requests are made, a secure telephone should be used whenever possible. Visit requests will be handled exclusively by the cognizant CPSO or designated representative. The GPM or PSO or his/her designated representative will approve all visits between Program activities. However, visits between a prime contractor and the prime's subcontractors and approved associates will be approved by the CPSO.* Twelve-month visit requests are not authorized unless approved by the PSO.

**6-101. Visit Request Procedures.** *All visit requests will be sent only via approved channels. In addition to the NISPOM, the following additional information for visits to a SAPF will include:*

- a. *Name and telephone number of individual (not organization) to be visited;*
- b. *Designation of person as a Program courier when applicable; and*
- c. *Verification (e.g., signature) of the CPSO or designated representative that the visit request information is correct.*

**6-102. Termination and/or Cancellation of a Visit Request.** *If a person is debriefed from the Program prior to expiration of a visit certification, or if cancellation of a current visit certification is otherwise appropriate, the CPSO/FSO or his/her designated representative will immediately notify all recipients of the cancellation or termination of the visit request.*

**6-103. Visit Procedures.**

- a. **Identification of Visitors.** *An official photograph if identification such as a valid driver's license is required*
- b. **Extension.** *When a visit extends past the date on the visit certification, a new visit request is not required if the purpose remains the same as that stated on the current visit request to a specific SAPF.*

c. **Rescheduling.** *When a rescheduled visit occurs after a visit request has been received, the visit certification will automatically apply if the visit is rescheduled within thirty days and the purpose remains the same.*

d. **Hand-carrying.** *It is the responsibility of the host CPSO to contact the visitor's CPSO should the visitor plan to hand-carry classified material. CPSOs will use secure means for notification. In emergency situations where secure communications are not available, contact the PSO for instructions. When persons return to their facility with SAP material, they will relinquish custody of the material to the CPSO or designated representative. Arrangements will be made to ensure appropriate overnight storage and protection for material returned after close of business.*

**6-104. Collateral Clearances and Special Access Program Visit Requests.** *Collateral clearances and SAP accesses may be required in conjunction with the SAP visit. If access to collateral classified information is required outside the SAPF, then the CPSO can certify clearances and accesses as required within the facility. Certification will be based on the SAP visit request received by the CPSO. The CPSO will maintain the record copy of the visit certification. SCI visit certification will be forwarded through appropriate SCI channels.*

**6-105. Non-Program-Briefed Visitors.** *In instances where entry to a SAPF by non-Program-briefed personnel is required (e.g., maintenance, repair), they will complete and sign a visitor's record and will be escorted by a Program-briefed person at all times. Sanitization procedures will be implemented in advance to ensure that personnel terminate classified discussions and other actions and protect SAP information whenever a non-briefed visitor is in the area. If maintenance is required of a classified device, the uncleared maintenance person shall be escorted by a Program-briefed, technically knowledgeable individual. Every effort should be made to have a technically knowledgeable Program-briefed person as an escort.*

**6-106. Visitor Record.** \*The PSO may require the CPSO to establish a Program visitor's record. *This record will be maintained inside the SAPF,* and retention may be required.

## Section 2. Meetings

(not further supplemented)